

Section 17 – Mass Personnel Changes (Industry)

Introduction

The “Manage Mass Personnel Changes” screen allows JAMS DISCO CAF Users (Manager, Supervisor or Adjudicator) or JCAVS Industry Users (Level 2 through 6) to perform transfers and/or separations on multiple Industry persons within a given organization.

Separate Only: Allows the user to separate all or some of the Person Categories in the Organization and debriefs all Non-SCI Accesses. This function would be used for events such as:

- Termination of a CAGE code or
- Reductions in force (layoffs)

Notification is sent to the DISCO CAF if person has an open Investigation.

Separate and Transfer Multiple Facility Organization (MFO): Allows the user to move all or some of the Person Categories to an Organization within home offices.

- Multiple Facility Transfers (MFT) within an MFO
 - Employee stays with the same company but transfers from one cleared organization to another cleared organization AND both organizations are in the same Multiple Facility Organization (with the same Home Office).

JPAS updates the Person Category Organization and creates a history of Organization and Access.

Notification is sent to the DISCO CAF if the person has an open Investigation.

Separate and Transfer Non-MFO: Allows a Security Officer to move all or some of the Person Categories to an Organization outside of the home offices.

- Multiple Facility Transfers (MFT) outside an MFO
 - Employee stays with the same company but transfers from one cleared organization to another cleared organization BUT the organizations are in different Multiple Facility Organizations (with different Home Offices).

JPAS updates the Person Category Organization and creates a history of Organization and Access. Non-SCI Access may be downgraded.

Notification is sent to the DISCO CAF if the person has an open Investigation.

Transfer Non-MFO: Allows the user to move all or some Person Categories to an Organization outside of home offices while retaining the current Organization. JPAS creates a new Person Category. This function would be used for events such as:

- Divestiture – When a portion of a company is sold and some of the employees are transferred to the new company.

The qualifying Non SCI Access is moved to the new Person Category

Notification is sent to the DISCO CAF if the person has an open Investigation

Instructions

1. Log in as a **User** for the SMO.
2. Click on **Mass Personnel** link.
3. The JPAS “Manage Mass Personnel Changes” screen displays (Figure 42a).
4. From the **Action** drop down menu, highlight and select the appropriate Action to be taken
5. From the **Separation Type** drop down menu, highlight and select the appropriate Separation Type.
6. Click on the **Losing Organization: Select Organization** button to display the JPAS “Organization Search” screen.
7. Select the appropriate losing organization from the JPAS “Organization Search” screen. The JPAS “Manage Personnel Changes” screen will refresh with the losing organization’s information.

Figure 42a: Manage Mass Personnel Changes screen

Manage Mass Personnel Changes - Microsoft Internet Explorer provided by EDS COE

File Edit View Favorites Tools Help

Manage Mass Personnel Changes

*Action: Separation and Transfer - MFO
 Separation Type:

Losing Organization:

Name: LOCKHEED MARTIN
 CORP,SPACE SYS
 Organization Code:06887-I
 Location: SUNNYVALE
 Clearance: Top Secret
 Status: Active
 Number of Person Categories: 264

Gaining Organization:

Name: LOCKHEED MARTIN
 AERONAUTICS CO
 Organization Code:81755-I
 Location: FORT WORTH
 Clearance: Secret
 Status: Active

Person Categories Attached to Losing Organization:

Records 1 - 50 of 237, Page 1 of 5
 1 2 3 4 5 Next Last

Sort/Find By: ☒ Ascending ☐ Descending
 Find:

SSN	Name	Eligibility	Non-SCI Access	Select
2138	ABUEG, ROLANDO	Top Secret	SIGMA 16	<input type="checkbox"/>
8748	AGURS, TRINA	Top Secret	Cosmic Top Secret (NATO)	<input type="checkbox"/>
5302	ALEXANDER, DERRICK	Top Secret	SIGMA 16	<input type="checkbox"/>
4269	BASS, DANIEL	Top Secret	SIOP-3	<input type="checkbox"/>
0334	BERGER, MICHAEL	Top Secret	Atomic Top Secret	<input type="checkbox"/>
2085	BERNARD, EDWARD	Top Secret	SIGMA 16	<input type="checkbox"/>
0094	BERRY, ELLSWORTH	Top Secret	Cosmic Top Secret (NATO)	<input type="checkbox"/>
0094	BETTERS, MARK	Top Secret	SIGMA 16	<input type="checkbox"/>
0094	BOLMAN, ROSEMARY	Top Secret	SIGMA 16	<input type="checkbox"/>

8. Click on the **Gaining Organization: Select Organization** button to display the JPAS Organization Search screen.
9. Select the appropriate gaining organization from the JPAS Organization Search screen. The JPAS Manage Personnel Changes screen will refresh with the gaining organization's information.
10. Click on the **Display Eligible Personnel** button. The screen refreshes with selected Person Category records eligible for update (Figure 42a).
11. Click on the **Select All on Page** button (not shown in this figure) to select all persons listed or check the **Select** box to select persons individually.

Figure 42b: Manage Mass Personnel Changes screen

12. Click on the **Save** button to update the selected records shown on this screen.
13. Click on the **Save Entire Organization** button to update the entire organization's records.
14. Click on the **Cancel** button to abandon changes made on this screen.